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SECRET

# FIELD OPERATIONS BULLETIN

NUMBER 1.

# REPRODUCTION OF RUBBER-STAMP IMPRESSIONS

CODEWORD: BAAAA

JANUARY 22, 1944.

SECRET

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# FIELD OPERATIONS BULLETIN

NUMBER 2.

## SEAMAN'S PERMIT TO LAND, MARSEILLE

CODEWORD: DAMMM

JANUARY 25, 1944.

SECRET

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# FIELD OPERATIONS BULLETIN

NUMBER 8.

# ALTERATIONS OF PHOTOGRAPHS ON DOCUMENTS

CODEWORD, DANNON

JANUARY 31, 1944.

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# FIELD OPERATIONS BULLETIN

NUMBER 4.

## PROVISIONAL NIGHT PERMIT

CODEWORD: DECOY

FEBRUARY 5, 1944

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Lt. Commander H. S. Morgan

21 December 1943

Executive Office

There is returned herewith memorandum prepared by you to the Chief, R & D Branch relating to production priorities for documents and currency. This will confirm Mr. Putzell's conversation with you in which he stated that the Operations Committee at its meeting on September 20, 1943, established General Magruder and Mr. Scribner as a committee to determine priorities for the production of documents. For your further information, the Committee at that meeting also appointed General Magruder, Mr. Scribner and yourself as a committee to determine for R & D from which Government and Allied Agencies R & D will be able to accept production orders.

I also attach copy of letter to Colonel Heppner which contains a slight variation on paragraph 6. We are also sending a copy of the revised letter to Dr. Lovell, as indicated on your copy.

Also attached is memorandum dated December 11, 1943, on the subject "Relations of Research and Development and Censorship Document Branch." We are sending a signed copy of this to Dr. Lovell.

Robert Thrun

Thrun:Birchard

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December 11, 1943

Colonel Edward J. F. Glavin
2677th Hdqtr. Co.
Experimental (Prov.) APHQ
Algiers, Algeria

Subject: Field facilities for the reproduction of personal documents.

Dear Colonel:

1. Referring to General Donovan's letter of October 27 regarding the newly created Document Intelligence Division established in Washington, he advised you that it was intended to send you an individual to assist in questions concerning cover, especially documents and their related intelligence. This project is now under-way.

2. The letter indicated that it did not seem practical to provide you with facilities for reproducing documents in your Mission. Further study has developed such a possibility.

3. There is being planned a small unit to be sent to you with personnel and equipment necessary to produce a substantial portion of your requirements in this respect. This unit will be a branch factory of R&D and will receive technical advice, assistance and supply from that Branch.

4. There would be mutual interchange of technical information at all times between the Washington R&D and its branches.

5. I enclose a copy of a memorandum outlining the respective functions of the Document Intelligence Division, CD Branch, and R&D. This same division of functions would apply to their respective representatives in your Mission.

6. Please cable promptly whether or not you require such a production unit recruited and equipped for your Mission.

Sincerely,

G. Edward Buxton
Acting Director

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December 11, 1943

Colonel David Bruce
c/o Commanding General
European Theater
#1 APO #887

Subject: Field facilities for the reproduction of personal documents.

Dear David:

1. Referring to General Donovan's letter of October 27 regarding the newly created Document Intelligence Division established in Washington, he advised you that it was intended to send you an individual to assist in questions concerning cover, especially documents and their related intelligence. This project is now under-way.

2. The letter indicated that it did not seem practical to provide you with facilities for reproducing documents in your Mission. Further study has developed such a possibility.

3. There is being planned a small unit to be sent to you with personnel and equipment necessary to produce a substantial portion of your requirements in this respect. This unit will be a branch factory of R&D and will receive technical advice, assistance and supply from that Branch.

4. There would be mutual interchange of technical information at all times between the Washington R&D and its branches.

5. I enclose a copy of a memorandum outlining the respective functions of the Document Intelligence Division, CD Branch, and R&D. This same division of functions would apply to their respective representatives in your Mission.

6. I recognize that your present location may place a limit on the use which you can make of such reproduction facilities. However, we think it would be best to supply you with such facilities in anticipation of an opportunity for their full utilization. When such an opportunity does occur it may not allow for the inevitable delay of recruiting and shipping. Please cable promptly whether or not you require such a production unit recruited and equipped for your Mission.

Sincerely,

G. Edward Buxton
Acting Director

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United States

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MEMORANDUM:

TO : Lt. Comdr. H. S. Morgan

SUBJECT : Document Intelligence Section

1. The need of a Document Intelligence Section, has for some time been greatly felt, and it should provide us with the technical advice and help which is so badly needed.

2. The record to date indicates that although each field office has attempted and succeeded in greater or lesser degree to solve the problems involved, there has been a definite lack of co-ordinated effort.

3. OSS, FTOUSA, urgently needs an individual to establish the Document Intelligence Section of this mission. The Chief of this Section would serve as a contact man and supervisor. He should have imagination and drive, but need not be a technician. However, it would certainly be preferable if he were. After the Chief of the Section had established his contacts with the various Allied Services, he should be provided with a small but highly expert staff of technicians. The number of his staff at the outside, would be four.

4. These men should be able to work with their hands, and between them, should have an expert knowledge of photography, chemistry, woodworking and metalworking.

5. The documents necessary for entry into foreign countries and the restrictions imposed by foreign countries change so rapidly that it is absolutely essential to have a staff capable of finding out about these restrictions, and making these documents as near the scene of action as possible.

6. From the short-term point of view, if this mission is faced with the same problems that were presented in Italy, that is, combat intelligence, it is imperative that the field unit be at least able to provide the agents with properly washed documents and with a minimum of concealment gadgets. To date, we have been entirely dependent upon our Allies for this service which is an unsatisfactory position.



United States

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7. For the long pull, it will be necessary to manufacture a variety of documents and to weigh [illegible] on restrictions, etc., in all countries. This can, undoubtedly, best be done in Washington, but to effect the desired results, the war-time experience gained in the various [illegible] be of vast benefit to the Washington efforts [illegible]

8. This problem is urgent and cannot be solved [illegible] around the circuit. The sooner a man can be assigned permanently to each mission and develop his own organization so that an intermission flow of technical information will commence, the sooner we will be able to stand on our own feet in this very important adjunct to our rounded-out service.

DAVID K. E. BRUCE,
Colonel, AC,
Commanding Officer, OSS

cc: General Donovan

Strategic Services Unit United States
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OSS FORM 9001a

Date 21 September 1944

To: Colonel Quetzon

In connection with the recommendation that you approve the attached memorandum setting forth allocation priorities for R & I work, I should like to call your attention to the fact that at its meeting on 20 September 1944 the operations Committee established General Magruder and Mr. Scribner as a committee to determine priorities for the production of documents. It also appointed General Magruder, Mr. Scribner and yourself as a committee to determine for [illegible] from which Government and Allied agencies R & D will be able to accept reproduction orders.

Thus, it will be unnecessary to approve the attached memorandum unless it is desired to alter the existing arrangement.

F. [illegible], Jr.
Office of the Secretariat

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Colonel G. Edward Buxton

13 December 1943

The Secretariat

The attached papers were submitted to the Secretariat by Lt. Comdr. Morgan with the statement that they had been approved by General Magruder.

They represent suggested forms of letters for your signature, addressed to Colonels Clavin and Bruce and Lt. Col. Hopper, offering to each Theater a small unit, composed of the necessary personnel and equipment, for the reproduction of documents. Each letter states further that there is enclosed a copy of a memorandum outlining the respective functions of the Document Intelligence Division, CD Branch and R&D.

The memorandum referred to has been signed by both Lt. Comdr. Morgan and Mr. Lovell. It constitutes a reasonably clear statement of the line of demarcation between the CD Branch and R&D, principally along the lines of providing that CD Branch will collect intelligence regarding documentation and specimens of personal documents, whereas R&D will actually produce such documents. With respect to Field Missions, the memorandum proposes that the same line of demarcation be followed, i.e., CD representatives will be concerned with intelligence and the securing of information, together with the actual control of all matters concerning documentation, papers, clothes and camouflage, and R&D will establish units for the actual production of documents required.

Since the memorandum has been approved by the heads of the two Branches concerned, and has been concurred in by General Magruder, and since it does not seem to conflict with any of the ideas of the Director concerning the functions of these Branches, it would seem to be in order for your approval. It would also seem to be in order that this memorandum should be transmitted to the Field in order to forestall any confusion which may result from the working out of plans to despatch both CD and R&D units to the various Theaters.

There is also submitted by Lt. Comdr. Morgan for your approval a form of memorandum to the Chief of R&D on the question of establishing priorities in R&D for the production of documents for the CD Branch.

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The memorandum states that whenever the production facilities of MID are inadequate to meet the requirements of the OP Branch or at the same time to meet production schedules in MID for overseas, then the matter will be referred to the Director or Assistant Director for the establishment of priorities. Lt. Comdr. Morgan assures us that this has the approval of Mr. Lovell and of General Sigerdus and would therefore seem to be in order for your signature.

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OFFICE OF STRATEGIC SERVICES

INTEROFFICE MEMO

TO: Colonel O. Edward Buxton DATE 13 December 1943

FROM: The Secretariat

SUBJECT:

The attached papers were submitted to the Secretariat by Lt. Comdr. Morgan with the statement that they had been approved by General Magruder.

They represent suggested forms of letters for your signature, addressed to Colonels Glavin and Bruce and Lt. Col. Heppner, offering to each Theater a small unit, composed of the necessary personnel and equipment, for the reproduction of documents. Each letter states further that there is enclosed a copy of a memorandum outlining the respective functions of the Document Intelligence Division, CD Branch and R&D.

The memorandum referred to has been signed by both Lt. Comdr. Morgan and Mr. Lovell. It constitutes a reasonably clear statement of the line of demarcation between the CD Branch and R&D, principally along the lines of providing that CD Branch will collect intelligence regarding documentation and specimens of personal documents, whereas R&D will actually produce such documents. With respect to Field Missions, the memorandum proposes that the same line of demarcation be followed, i.e., CD representatives will be concerned with intelligence and the securing of information, together with the actual control of all matters concerning documentation, papers, clothes and camouflage, and R&D will establish units for the actual production of documents required.

Since the memorandum has been approved by the heads of the two Branches concerned, and has been concurred in by General Magruder, and since it does not seem to conflict with any of the ideas of the Director concerning the functions of these Branches, it would seem to be in order for your approval. It would also seem to be in order that this memorandum should be transmitted to the Field in order to forestall any confusion which may result from the working out of plans to despatch both CD and R&D units to the various Theaters.

There is also submitted by Lt. Comdr. Morgan for your approval a form of memorandum to the Chief of R&D on the question of establishing priorities in R&D for the production of documents for the CD Branch.

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The memorandum states that whenever the production facilities of R&D are inadequate to meet the requirements of the CD Branch or at the same time to meet production schedules in R&D for currency, then the matter will be referred to the Director or Assistant Director for the establishment of priorities. Lt. Comdr. Morgan assures us that this has the approval of Mr. Lowell and of General Magruder and would therefore seem to be in order for your signature.

CAB JCP

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December 17, 1943

Lt. Colonel Richard P. Heppner
American Mission
New Delhi, India

Subject: Field facilities for the reproduction of personal documents.

Dear Dick:

1. Referring to General Donovan's letter of October 27 regarding the newly created Document Intelligence Division established in Washington, he advised you that it was intended to send you an individual to assist in questions concerning cover, especially documents and their related intelligence. This project is now under-way.

2. The letter indicated that it did not seem practical to provide you with facilities for reproducing documents in your Mission. Further study has developed such a possibility.

3. There is being planned a small unit to be sent to you with personnel and equipment necessary to produce a substantial portion of your requirements in this respect. This unit will be a branch factory of R & D and will receive technical advice, assistance and supply from that Branch.

4. There would be mutual interchange of technical information at all times between the Washington R & D and its branches.

5. I enclose a copy of a memorandum outlining the respective functions of the Document Intelligence Division, CD Branch, and R & D. This same division of functions would apply to their respective representatives in your Mission.

6. At this distance we are unable to foresee exactly what type of equipment will be required to fill your needs, so in the first instance we would send a minimum of equipment which could be supplemented as experience indicated. Nor are we writing about this matter to Lt. Col. Coughlin in Chungking until our affairs in China are clarified.

7. Please cable promptly whether or not you require such a unit or units recruited and equipped for your Mission.

Sincerely,

G. Edward Buxton
Acting Director

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December 11, 1942

MEMORANDUM

Subject: Relations of Research and Development and Censorship Document Branch.

I. Washington

A. Documentation

1. The CD Branch will collect intelligence regarding documentation and specimens of personal documents. R&D will produce facsimile documents on request of the CD Branch. It shall be the responsibility of the CD Branch to decide whether the reproductions are satisfactory or can be made satisfactory within the time available and whether or not they shall be disseminated.

B. Camouflage Items.

1. The CD Branch will collect all possible suggestions for and ideas regarding forms of camouflage for any materials and instruct R&D regarding its requirements. R&D will maintain a job shop capable of producing small quantities of various items. If items are required in quantities larger than R&D can produce, they shall be procured through the established OSS procurement channels.

Close operating liaison will be maintained between R&D and CD in order to carry out the foregoing.

II. Field Missions.

A. Documentation.

1. CD will train and dispatch personnel to the Missions to act as cover experts to collaborate with the staff of the Missions in the preparation of cover stories and the handling of all matters concerning documentation, papers, clothes and camouflage. A further duty of such personnel will be to send back to Washington anything they are able to obtain under the above headings, so that

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the maximum benefit may be realized by all the branches of OSO and the Missions.

2. R&D will establish document production units, to meet the requirements of CD, to be dispatched to the Missions. These units will be planned to be able to provide for the ordinary requirements of the Missions in the matter of documents and to be able to complete, for use, documents produced locally or in Washington. The field units shall include the necessary equipment and personnel to produce all documents required except those where the time urgency permits of delay or the character of the document requires the most complete reproduction facilities. The Missions will have to decide whether the facilities of the field production unit and the time urgency should call for the reproduction in the field or in Washington.

B. Camouflage items.

1. For the present no attempt will be made to send equipment to the field for the production of camouflage items, but the CD Branch representatives with the Missions will forward all suggestions and requests to Washington where they will be dealt with as provided above.

H. S. Morgan, Chief, CD Branch

Stanley P. Lovell, Chief, R&D Branch

Approved:

G. Edward Buxton, Acting Director



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October 27, 1943

Colonel David Bruce
c/o Commanding General
European Theater
#1
A.P.O. #887

Dear David:

I am enclosing a memorandum concerning the new Document Intelligence Section which is being established in Washington. This memorandum is largely self-explanatory, but there are some points which require further explanation, and in addition we want to get your advice and recommendation on some others.

I am setting up this new Section to centralize in one place the information and facilities already available in various places in OSS and to provide further stimulation of those activities so that what is available can be gotten out to the Missions as promptly as possible. Regarding the various activities of the Section outlined in the memorandum, I want to point out the following.

(a) Cover information.

The latter part of the enclosed memorandum is in the form of questions which outline the type of information which it is desired to collect and have forwarded to Washington. The various Missions already receive through their own sources a considerable portion of this information, but the receipt of it should be encouraged as much as possible. The purpose of forwarding such information to Washington is that there are a large number of other sources which do not flow in directly to you but do come here, and it is proposed to pool together such information and process it in such form that it may be returned to all the Missions in the form of a bulletin. In this way the Missions will have all information available to the whole of OSS which will supplement what they already have in their own hands.

The questionnaire in the enclosed document we

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hope will also be useful as a guide for instructing your sources with regard to the types of information which are required.

(b) Papers and documents.

The collection and transmission to Washington of papers and personal documents is just as important as the cover information referred to above, and it is requested that you collect such documents from all possible sources within your area together with the related information regarding their use.

It would be ideal if it were possible to reproduce papers necessary for an agent proceeding to the field on the spot, but for the present this is impracticable because of the technical problems involved in their reproduction, especially the matter of paper. It is intended not only to reproduce here specific documents requested by the Missions but also to prepare a stock of documents and supply them to the Missions in blank together with any necessary rubber stamps and instructions regarding how they should be filled out and completed so that there will be something available in your hands for immediate use.

(c) Clothing.

The activities of the new Section in connection with the collection of clothing, accessories, suitcases, briefcases and such like equipment is limited to the sources available in the United States. A considerable stock has been accumulated and can be dispatched when we know your requirements. In addition, if you agree, we will send you an assortment so that you will have a stock on hand. Such items will serve to supplement items you can obtain locally far better than we can, and I assume that you will continue to collect such material on the spot for your use, only sending back to Washington any item which you would like us to endeavor to reproduce.

(d) Camouflage.

We are producing and developing ideas and examples of camouflage along the lines indicated in the attached memorandum. Specimens of these will be forwarded to you. Since we wish to render you the maximum service possible in this direction, we would appreciate receiving from you any suggestions you have on the subject of camouflage and concealment together with any criticism or improvements

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you may suggest in the articles dispatched to you.

(c) Personnel.

It will be seen from the attached memorandum that our plan contemplates training suitable personnel here so that they have a full understanding of the facilities at this end and also the possibilities of development and to send one such person to each Mission to assist the Head of the Mission and the geographical desk representatives in all their problems concerning questions of cover. It seems to us that this presents a full-time job for any one person. You may prefer to utilize an existing member of your staff who has had field experience for these purposes, thereby avoiding the shipment of one additional person by the already congested means of transportation. Please let us know your wishes in this matter, as if we are to send a man, we must recruit him promptly.

I am most anxious that the new Document Intelligence Section be of the greatest possible assistance and hope you will send me any suggestions or ideas which you or your experienced people in the field may have.

Sincerely,

William J. Donovan
Director

Encl.

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October 27, 1943

Colonel Edward J. F. Glavin
2677th Hdqts. Co.
Experimental (Prov.) AFHQ
Algiers, Algeria

Dear Colonel Glavin:

I am enclosing a memorandum concerning the new Document Intelligence Section which is being established in Washington. This memorandum is largely self-explanatory, but there are some points which require further explanation, and in addition we want to get your advice and recommendation on some others.

I am setting up this new Section to centralize in one place the information and facilities already available in various places in OSS and to provide further stimulation of those activities so that what is available can be gotten out to the Missions as promptly as possible. Regarding the various activities of the Section outlined in the memorandum, I want to point out the following.

(a) Cover information.

The latter part of the enclosed memorandum is in the form of questions which outline the type of information which it is desired to collect and have forwarded to Washington. The various Missions already receive through their own sources a considerable portion of this information, but the receipt of it should be encouraged as much as possible. The purpose of forwarding such information to Washington is that there are a large number of other sources which do not flow in directly to you but do come here, and it is proposed to pool together such information and process it in such form that it may be returned to all the Missions in the form of a bulletin. In this way the Missions will have all information available to the whole of OSS which will supplement what they already have in their own hands.

The questionnaire in the enclosed document we

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hope will also be useful as a guide for instructing your sources with regard to the types of information which are required.

(b) Papers and documents.

The collection and transmission to Washington of papers and personal documents is just as important as the cover information referred to above, and it is requested that you collect such documents from all possible sources within your area together with the related information regarding their use.

It would be ideal if it were possible to reproduce papers necessary for an agent proceeding to the field on the spot, but for the present this is impracticable because of the technical problems involved in their reproduction, especially the matter of paper. It is intended not only to reproduce here specific documents requested by the Missions but also to prepare a stock of documents and supply them to the Missions in blank together with any necessary rubber stamps and instructions regarding how they should be filled out and completed so that there will be something available in your hands for immediate use.

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The activities of the new Section in connection with the collection of clothing, accessories, suitcases, briefcases and such like equipment is limited to the sources available in the United States. A considerable stock has been accumulated and can be dispatched when we know your requirements. In addition, if you agree, we will send you an assortment so that you will have a stock on hand. Such items will serve to supplement items which you can obtain locally far better than we can, and I assume that you will continue to collect such material on the spot for your use, only sending back to Washington any items which you would like us to endeavor to reproduce.

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I am most anxious that the new Document Intelligence Section be of the greatest possible assistance and hope you will send me any suggestions or ideas which you or your experienced people in the field may have.

Sincerely,

William J. Donovan
Director

Encl.

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October 27, 1945

Lt. Colonel John E. Toulmin
c/o American Legation
Cairo, Egypt

Dear Colonel Toulmin:

I am enclosing a memorandum concerning the new Document Intelligence Section which is being established in Washington. This memorandum is largely self-explanatory, but there are some points which require further explanation, and in addition we want to get your advice and recommendation on some others.

I am setting up this new Section to centralize in one place the information and facilities already available in various places in OSS and to provide further stimulation of those activities so that what is available can be gotten out to the Missions as promptly as possible. Regarding the various activities of the Section outlined in the memorandum, I want to point out the following.

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The questionnaire in the enclosed document we

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It would be ideal if it were possible to reproduce papers necessary for an agent proceeding to the field on the spot, but for the present this is impracticable because of the technical problems involved in their reproduction, especially the matter of paper. It is intended not only to reproduce here specific documents requested by the Missions but also to prepare a stock of documents and supply them to the Missions in blank together with any necessary rubber stamps and instructions regarding how they should be filled out and completed so that there will be something available in your hands for immediate use.

(c) Clothing.

The activities of the new Section in connection with the collection of clothing, accessories, suitcases, briefcases and such like equipment is limited to the sources available in the United States. A considerable stock has been accumulated and can be dispatched when we know your requirements. In addition, if you agree, we will send you an assortment so that you will have a stock on hand. Such items will serve to supplement items which you can obtain locally far better than we can, and I assume that you will continue to collect such material on the spot for your use, only sending back to Washington any item which you would like us to endeavor to reproduce.

(d) Camouflage.

We are producing and developing ideas and examples of camouflage along the lines indicated in the attached memorandum. Specimens of these will be forwarded to you. Since we wish to render you the maximum service possible in this direction, we would appreciate receiving from you any suggestions you have on the subject of camouflage and concealment together with any criticism or improvements you may suggest



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in the articles dispatched to you.

(c) Personnel.

It will be seen from the attached memorandum that our plan contemplates training suitable personnel here so that they have a full understanding of the facilities at this end and also the possibilities of development and to send one such person to each Mission to assist the Head of the Mission and the geographical desk representatives in all their problems concerning questions of cover. It seems to us that this presents a full-time job for any one person. You may prefer to utilize an existing member of your staff who has had field experience for these purposes, thereby avoiding the shipment of one additional person by the already congested means of transportation. Please let us know your wishes in this matter, as if we are to send a man, we must recruit him promptly.

I am most anxious that the new Secment Intelligence Section be of the greatest possible assistance and hope you will send me any suggestions or ideas which you or your experienced people in the field may have.

Sincerely,

William J. Donovan
Director

Encl.

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October 27, 1943

Lt. Colonel Richard P. Heppner
American Mission
New Delhi, India

Dear Dick:

I am enclosing a memorandum concerning the new Document Intelligence Section which is being established in Washington. This memorandum is largely self-explanatory, but there are some points which require further explanation, and in addition we want to get your advice and recommendation on some others.

I am setting up this new Section to centralize in one place the information and facilities already available in various places in OSS and to provide further stimulation of those activities so that what is available can be gotten out to the Missions as promptly as possible. Regarding the various activities of the Section outlined in the memorandum, I want to point out the following.

(a) Cover Information.

The latter part of the enclosed memorandum is in the form of questions which outline the type of information which it is desired to collect and have forwarded to Washington. The various Missions already receive through their own sources a considerable portion of this information, but the receipt of it should be encouraged as much as possible. The purpose of forwarding such information to Washington is that there are a large number of other sources which do not flow in directly to you but do come here, and it is proposed to pool together such information and process it in such form that it may be returned to all the Missions in the form of a bulletin. In this way the Missions will have all information available to the whole of OSS which will supplement what they already have in their own hands.

The questionnaire in the enclosed document we

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hope will also be useful as a guide for instructing your sources with regard to the types of information which are required.

(b) Papers and documents.

The collection and transmission to Washington of papers and personal documents is just as important as the cover information referred to above, and it is requested that you collect such documents from all possible sources within your area together with the related information regarding their use.

It would be ideal if it were possible to reproduce papers necessary for an agent proceeding to the field on the spot, but for the present this is impracticable because of the technical problems involved in their reproduction, especially the matter of paper. It is intended not only to reproduce here specific documents requested by the Missions but also to prepare a stock of documents and supply them to the Missions in blank together with any necessary rubber stamps and instructions regarding how they should be filled out and completed so that there will be something available in your hands for immediate use.

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I am most anxious that the new Document Intelligence Section be of the greatest possible assistance and hope you will send me any suggestions or ideas which you or your experienced people in the field may have.

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October 12, 1945

MEMORANDUM CONCERNING DOCUMENT INTELLIGENCE SECTION

GENERAL

This memorandum is prepared to provide the Branches and Missions of OSS with information regarding the recently established Document Intelligence Section. The memorandum covers the purposes and operations of the Section and also provides information regarding material and information required from the Branches and Missions and also information regarding the services which the Section is designed to render them.

ORGANIZATION

The organization of the Document Intelligence Section will be principally centered in Washington. Information and material collected and requests for assistance should be addressed there in the first instance. Lt. Comdr. H. S. Morgan has been appointed Chief of the Section. Lt. Colonel R. M. Brooker will act as adviser to the Section and assist in the organization and inception of the work.

OPERATIONS

The Document Intelligence Section is designed to organize and coordinate the following activities:

1. Cover Information

To collect from OSS and outside sources, including other Government Agencies, all information on conditions in foreign countries as is necessary for the operation of agents therein. This covers enemy territory, enemy-occupied territory and authorized neutral territory.

To pool and disseminate such information to OSS and outside agencies as may be appropriate.

This information will cover a large field, and will include specialized information necessary to the production of all forms of papers and documentation and stamps. There is attached a detailed memorandum in the form of a questionnaire setting forth the types of information which the Document Intelligence Section desires to receive from the Branches and Missions. The Document Intelligence Section also

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wishes to gather together samples of all possible documents at present in the possession of any part of OSS together with present available information along the lines indicated in the memorandum.

2. Papers, Documentation, and Rubber Stamps

To provide sufficient information for the production of papers, and stamps of all kinds, and also to collect specimen papers, labels, letterheadings, etc.

3. Clothing

To collect, classify and forward to the field, all types of foreign clothing and accessories necessary for an agent proceeding to the field. Also for this purpose, to maintain a comprehensive stock of clothing, accessories, suitcases, dispatch cases, etc., and thus to be in a position to meet without delay any sudden demands from whatever source.

4. Camouflage

To collect all possible suggestions for and ideas regarding forms of camouflage for any materials sent to the field which require camouflage. This covers radio equipment, documents, explosives, arms and ammunition, food, medical supplies, cigarettes, devices, secret messages, etc. This task will entail a wide-spread collection of information concerning foreign labels and containers of various kinds, providing specimens of containers and labels. The Document Intelligence Section wishes to develop all possible sources of information on the foregoing and to receive any ideas on the subject of concealment and camouflage which may be developed.

RELATIONS WITH THE MISSIONS

In order that the results of the operations of the Document Intelligence Section may be available in the field, it is planned that specialized personnel will be recruited and trained and sent out as cover experts, to assist heads of Missions in the preparation of cover stories for agents, and handle all questions concerning information, documentation, papers, clothes and camouflage.

A further duty of such personnel will be to send back to Washington anything they are able to obtain under the above

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holdings, so that the maximum benefits may be realized by all the Branches and Missions.

MISCELLANEOUS

It is intended that the Document Intelligence Section will make the maximum use of all existing channels for the collection of information and material and will only develop new channels and set up new activities in such a way as not already exist.

As mentioned previously, the central office of the Document Intelligence Section will be in Washington. In addition to this, a small office will be maintained in New York to work in contact with all sources available in that city, and also to handle the storage and classification of all clothing, accessories, luggage, etc. Furthermore, if it proves to be desirable, a representative will be placed on the West Coast for the collection of Oriental material and information.

A demonstration room will be established in Washington to exhibit all various types of material available to agents proceeding to the field and any other persons concerned.

LIAISON

It is requested that the Branch Chiefs designate an individual within their Branch with whom the Document Intelligence Section can maintain its principal contact and who will insure that its relations with the individual Branch are adequately coordinated.

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GENERAL

The attached memorandum is put forward in the form of a questionnaire and is intended to explain the types of information which the Movement Intelligence Section wishes to obtain.

It will be seen that all the information in question may be classified as being negative intelligence, and has no concern with any forms of operational or political intelligence.

All the information in question is designed to enable an agent to proceed to a country, to be able to stay there, and to understand the categories of information for which we require a constant stream of up-to-date news.

CONTROL OF IDENTITY

1. What identity cards are in use for civilians.

2. Are Civilian Identity cards classified according to occupation or by regions.

3. In the case of an occupied country, have new identity cards been issued to the civilian population. Alternatively, have existing cards been overstamped by the occupying forces and consequent registration of population.

4. What are the possibilities of obtaining false or real identity cards.

5. Do you know of any registration centres which have been destroyed by bombing, etc.

6. How often are identity cards inspected and when do such inspections most usually take place.

7. If identity cards are asked for, is this done by German or local police.

8. To what extent is the local police willing to assist allied sympathisers and under what circumstances.

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9. What papers in addition to identity card are necessary to live in the regions you know.

10. Where are the ration cards printed and how often are they changed.

11. What items of food and clothing are covered by ration cards and what is the ration.

12. What are the possibilities of procuring such articles on the black market.

13. Do you know of any cases of allied sympathisers being assisted. Where, and under what circumstances.

14. Do you know names or descriptions of any agent provocateurs working for the enemy.

15. Can you give the location of any offices of the Gestapo or German Kommandatur.

CONTROL OF MOVEMENT

1. What subdivisions of the country have been made for the purposes of internal movement control.

2. Are there any forbidden zones or evacuated areas.

3. What formalities must be complied with to travel within the country including what steps are necessary and where they are obtained.

4. What possibilities are there of obtaining false travel permits.

5. What possibilities are there of travelling without movement permits, giving names of any suitable guides or crossing places.

6. How can such guides be contacted.

7. To what extent and under what circumstances do neutrals travel in the country.

8. What are the possibilities of obtaining lifts in enemy vehicles.

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9. What are the possibilities of obtaining [illegible] either by theft or the black market.

10. What controls exist for rail services and what forms do they take.

11. When and where are motorists stopped for check market control.

12. Which are the approved points of entry into the country or interzone for civilian travel.

13. Are any special hours or days designated for civilian travel.

14. What classes of the population are entitled to [illegible] matters of circulation.

CONTROL OF ACTION

1. What are the curfew hours.

2. What papers are necessary and what classes of the population are exempt from curfew restrictions.

3. What regulations or attempts have been made to limit or prohibit listening to civilian broadcasts.

4. What products are no longer allowed to be purchased, e.g., chemicals, films, electrical equipment, etc.

5. What restrictions are there prohibiting sale of drinks or cigarettes or foods on certain days.

6. What local rules have been imposed on the civilian population regarding saluting of army personnel, general behaviour, etc.

7. What regulations govern fishing, hunting, etc. What permits are necessary and where are they obtained.

8. What regulations govern employment, change of employment, etc.

9. What classes have been called for employment in Germany; what classes of employment are exempt.

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10. What controls are in effect regulating the use of special clothing (e.g. forbidden types of uniform, or of language.

CONTROL OF COMMUNICATIONS

1. Do you know anything about putting the use of radio D-F'ing either by the enemy or local organizations, giving names and locations and methods.

2. What categories of mail are subject to the most censorship.

3. What formalities govern the sending of telegrams or telephone messages.

4. What neutral shipping calls in any ports of the country.

5. Do you know of any German consorship officers or personalities in them.

CONTROL OF PUBLICATIONS

1. What restrictions govern the use of small advertisements in the newspapers or magazines.

2. What restrictions govern public meetings, church meetings, cinemas, etc.

3. What formalities govern the publication of articles in newspapers or magazines.

CONTROL OF FINANCE

1. What restrictions or formalities govern withdrawal of funds from a bank account or transfer of funds and/or securities.

2. Do you know any names of people or firms willing to convert local currency into pounds sterling or dollars; if so, how can this best be arranged and on what terms.

3. Any recent changes in currency denominations.

DETECTIVE MEASURES

Any details from personal experiences governing enemy or local police methods for searches, surveillances, interrogations, or special police methods.

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12/22

Lt. Bane

Attached memo returned with thanks. We have made copies for our files.

S. Eachus

H. S. Morgan, Lt. Comdr., USN
Chief, Communications Section
Room 130, Central Building
Extension [illegible]

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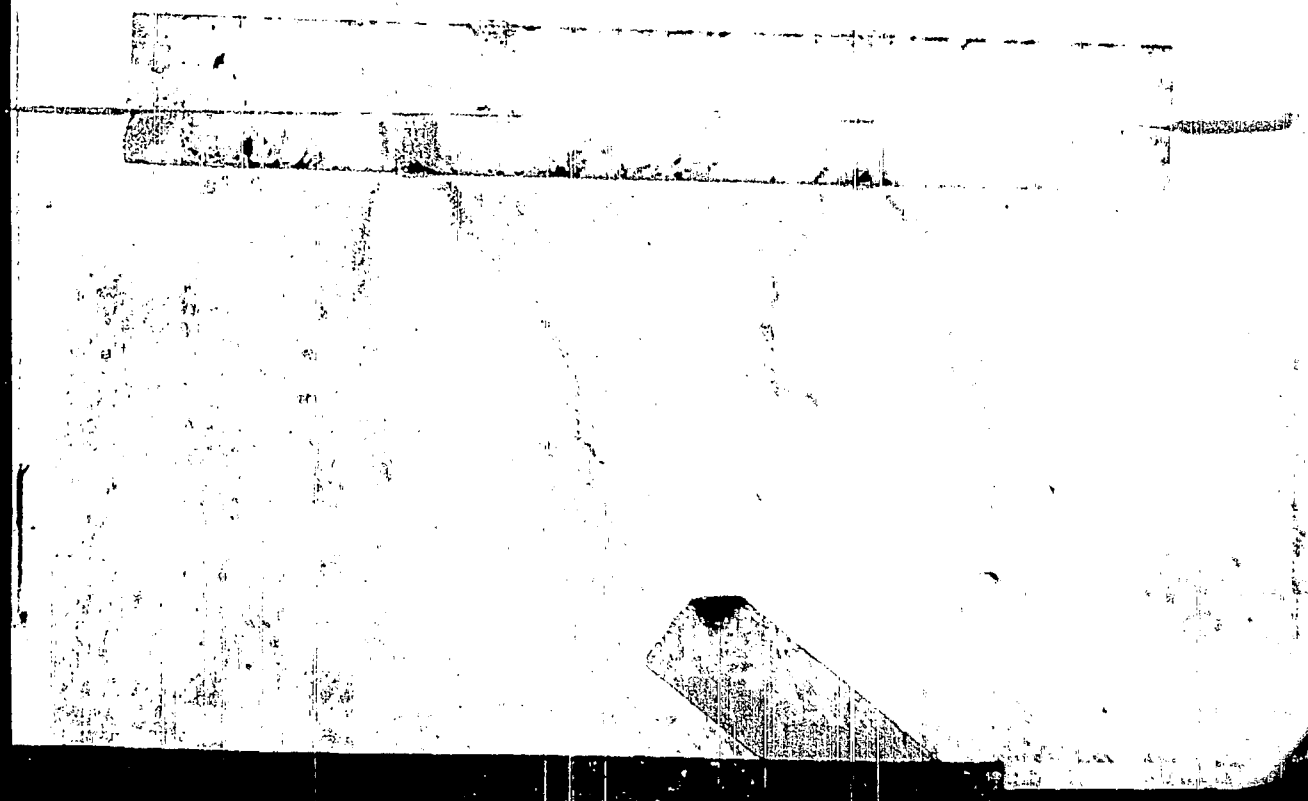

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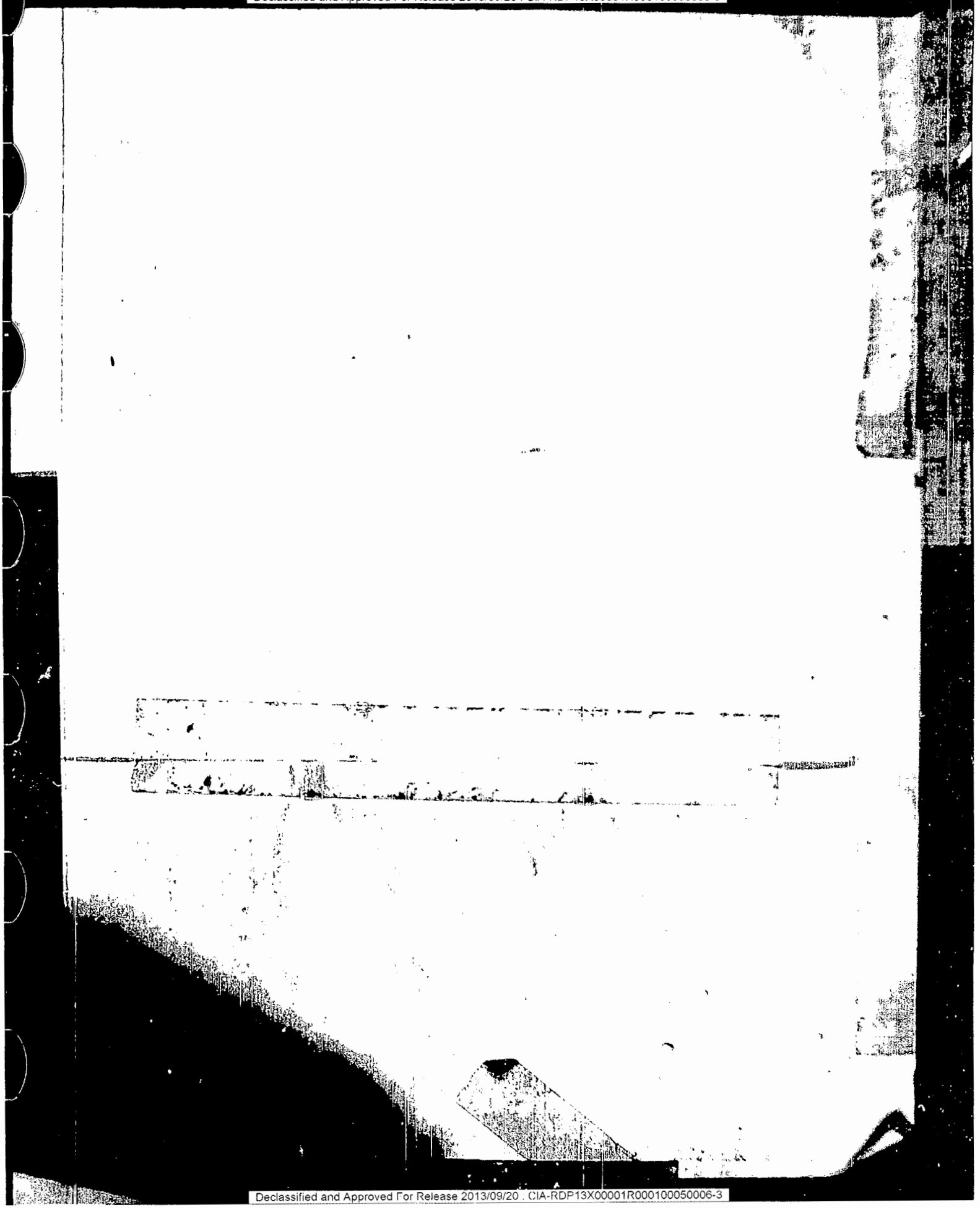

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